

1963



3 December 1963

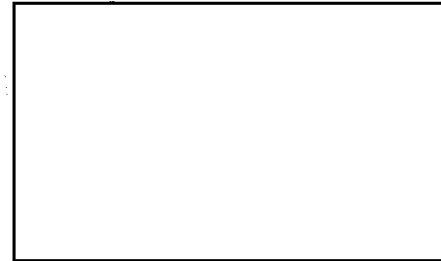
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MEMORANDUM FOR: CIA Records Administration Officer

FROM : Records Management Officer, OCR

SUBJECT : Disposition of Records

REFERENCE : Your Memo, Same Subject, Dated 15 Nov 1963



1. I am in general agreement with the policies concerning the disposition of Agency records as outlined in your memorandum referenced above.

2. I am, however, somewhat disturbed by the fact that the Record Center does not plan to notify the Office concerned prior to either the destruction of records so scheduled or the returning of records to be reviewed.

3. Since the disposition instructions could possibly change as the individuals concerned are changed and since the returning of large quantities of materials without prior notification could cause considerable logistical problems, I strongly recommend that the Office concerned be notified, by phone, one week before the Records Center either destroys or returns records to the depositor for review.



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